

CHELSEA HOUSING AUTHORITY
SMALL NECESSITIES LEAVE (SNLA) POLICY

Adopted July 23, 2014

In addition to FMLA leave, any employee who is eligible under the FMLA (as defined under the FMLA Policy) is also eligible to take unpaid leave under the Small Necessities Leave Act (SNLA). The SNLA grants an FMLA-eligible employee a total of 24 hours of leave during the FMLA 12-month period to:

- participate in school activities directly related to the “educational advancement” of the employee’s son or daughter, such as parent-teacher conferences or interviewing for a new school;
- accompany the employee’s son or daughter to routine medical or dental appointments such as checkups or vaccinations; or
- accompany an “elderly relative” of the employee to routine medical or dental appointments or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes.

Definitions:

“Elderly relative” is defined as an individual at least 60 years of age who is related by blood or marriage to the employee, including a parent.

“Son or daughter” is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*.

“School” is defined as a public or private elementary or secondary school, a Head Start program, or a state-licensed children’s daycare facility.

Procedure to Request SNLA Leave:

An employee who wishes to take SNLA leave must give at least 7 days’ notice if the leave is foreseeable. If not foreseeable, the employee must give such notice as is practicable. The employee, where notice is foreseeable, must fill out a SNLA leave form and submit it to the Executive Director or designee. Only if it is not feasible to provide written notice, then the employee may request SNLA leave orally.

Intermittent Leave

Employees may request leave for the hours they require to attend to the small necessities covered by the Law. Employees must take leave in increments of one (1) hour.

For the purposes of calculating the 12-month window period referred to above, the CHA will measure the 12-month period backward from the date of an employee’s request for SNLA leave. Each time an employee takes SNLA leave, the CHA will determine the total amount of SNLA leave used by the employee during the preceding 12 months, and the remaining time available to the employee will be the balance of 12 weeks which has not been used.

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